Students participating in UC San Diego's Academic Internship Program enroll to earn credit for internships related to their academic and career interests. We are committed to ensuring that our internship partners envision, develop, and uphold internships as meaningful learning experiences that build on the UCSD educational experience and yield new knowledge and skills for our students.

**Internship Criteria**
An academic internship is, first and foremost, a learning opportunity for the student. All internships posted and awarded credit through UC San Diego's Academic Internship Program must meet the following criteria:

- Interns must be professionally supervised and receive ongoing direction, oversight, and feedback from a professional with expertise in the field.
- Supervisors work with interns to establish clear learning objectives for the internship and provide opportunities for interns to work toward achieving their goals.
- Interns are given substantive, hands-on projects or assignments.
- "Grunt" work and routine office tasks should be avoided, including filing, photocopying, preparing mailings, making deliveries, running personal errands, etc. Repetitive tasks that do not contribute to a student's learning should also be kept to a minimum.
- Interns should be exposed to the "big picture" of the organization and industry. Participation in meetings and events and opportunities to interact with individuals representing various levels and roles within the organization will assist in achieving this goal.

*Additional guidelines:*
- Interns may not participate in telemarketing, cold calling, or soliciting.
- Interns must be supervised by a field professional, not peers. Students should learn from their supervisor/mentor rather than serve as "resident experts."
- Interns may not be supervised by a relative.
- The internship must be a new learning experience for the intern. Students requesting credit for internships at organizations with which they have previous experience must show a substantive change in responsibilities from one quarter...
to the next. Students may not work with the same organization for more than three quarters.
- Internships are short-term learning experiences for a pre-defined time frame. AIP does not award credit for jobs or training programs.
- If an internship is unpaid, this should be made explicitly clear to the student, and the internship adheres to Fair Labor Standards Act guidelines.

Student Requirements: Hours & Final Assignment
Required internship hours correspond with the number of units elected by the student. The timeline must correspond with one of UCSD’s ten-week quarters. Most students earn four units of credit. Higher unit options require special approval by AIP and the student’s faculty advisor.

- 2 units: minimum 5 hours/week (50 total)
- 4 units: minimum 10 hours/week (100 total)
- 6 units: minimum 15 hours/week (150 total)
- 8 units: minimum 20 hours/week (200 total)
- 12 units minimum 30 hours/week (300 total)

AIP students will complete a final assignment related to the internship under the guidance of a UC San Diego faculty advisor and complete guided reflection assignments. Students may ask to interview supervisors or others at the organization. When sharing confidential or proprietary information with students, please be explicit about your organization’s policies protecting such information.

Posting an Internship on our Database
Organizations are welcome to advertise their internship postings on InternLink, a database of internship opportunities exclusively for UC San Diego undergraduates participating in AIP, and organizations posting academic internships.

1. Post an internship via InternLink at https://aip-ucsd-csm.symplicity.com/employers. Interested students will apply during the quarter before the internship. Unless you specify differently, students will email you their resumes via InternLink.
2. Contact students directly to arrange an interview.
3. When you offer a student an internship, discuss the internship assignment and learning objectives. These must be outlined before the student begins the internship.
4. Once selected, the student intern must complete our application process: a learning agreement on InternLink and an enrollment request by the posted deadlines.

AIP only posts academic internship opportunities via InternLink. Please connect with the UC San Diego Career Center to advertise other job opportunities for UC San Diego students and identify additional avenues for student recruitment.

Supervising Your Intern

1. Sign the student's Learning Agreement describing the proposed assignments and learning objectives. AIP and the student's faculty advisor review the Learning Agreement to approve the internship for academic credit.
   a. Note: If a student wishes to earn credit for more than one quarter with an organization, a new Learning Agreement must be completed each quarter and indicate a substantive progression in the intern's role and responsibilities.
2. At the start of the internship, verify with the student that they have enrolled in the Academic Internship Program course. Students who fail to enroll as required are no longer affiliated with AIP and will not receive academic credit.
3. Establish a clear understanding with the student regarding organizational policies, especially guidelines on confidential information.
4. Notify AIP if there are significant changes to the student's internship description.

Addressing Challenges
Consult with AIP if a serious conflict or concern arises during the internship to determine a mutually acceptable plan of action. AIP staff can be reached via email, and Zoom meetings can be arranged if needed.

Setting Up Your Intern for Success
- Establish a plan for training and onboarding (i.e., paperwork and safety training).
- Maintain consistent communication and accessibility.
- Be willing to answer questions.
- Provide ongoing direction, oversight, and feedback for the intern.
- Create opportunities for the intern to work toward their learning objectives and gain an understanding of how your organization and industry function.
- Share insight about your own academic and career experience.
- Ask questions rather than presenting all the answers. Allow interns to brainstorm for potential solutions.
Intern Evaluations
At the end of the quarter, the internship supervisor evaluates the overall quality of a student's work and discusses the evaluation with the student.

Internship supervisors are encouraged to:
- Focus on the internship as a learning experience
- Turn mistakes into teachable moments
- Acknowledge growth and progress
- Be honest and encouraging
- Identify specific examples that demonstrate the intern's strengths and areas for improvement.
- Provide suggestions and resources for further professional development.

Contacting AIP
Partnership with organizations offering quality internship opportunities is essential to AIP’s ability to provide meaningful learning experiences to students. If you have questions about the program or an AIP intern, please get in touch with our office at aipinfo@ucsd.edu to be referred to a counselor.

Thank you for your interest in working with UC San Diego students!